ASSIGNMENT 1

Textbook Assignment: "Shop Organization and Administration," chapter 1, pages 1-1 through 1-55.

1-1. What acronym designates items that are missing, lost, stolen, or recovered?

1. MOA
2. MOU
3. MLSR
4. MSDS

1-2. The SSIC refers to which topic?

1. Stolen property
2. Classified material
3. Copyrighted material
4. Subject identification code

1-3. Why is it important to understand the obligations of the shop to provide support to other units?

1. To order supplies
2. To schedule liberty
3. To extend the importance of the graphics shop
4. To effectively administer, manage, and supervise

1-4. If you assumed the LPO position of a shop receiving poor service from a support shop, which shop attribute should you examine?

1. Work load
2. Work environment
3. Liberty schedules
4. Creditable outgoing services

1-5. Work agreements with external units impact on which aspect of the shop?

1. Supplies
2. Location
3. Billeting
4. Physical environment

1-6. Agreements with units that define reoccurring services and financial reimbursement do NOT include which type of agreement?

1. MSDS
2. MOA
3. MOU
4. ISA

1-7 Why should you locate reproduction and storage areas away from work areas?

1. Convenience
2. Temperature variances
3. Eliminate distractions
4. Eliminate visual clutter

1-8 Noise should be minimized in the work area.

1. True
2. False

1-9 Which of the following light sources is NOT considered steady and readily available?

1. Desk light
2. Direct sunlight
3. Overhead light
4. Fluorescent light

1-10 In assessinq an effective graphics shop, which factor must be planned intentionally?

1. Noise
2. Safety
3. Billeting
4. Personal space

1-11 If an instruction regarding the function and use of the graphics shop does not exist, what should you, as LPO, do?

1. Consider it unnecessary
2. Consider it unimportant
3. Create one
4. Ignore it

1-12 Why is it important to gather and review instructions that pertain to the graphics shop?

1. As reference material
2. Instructions change periodically
3. Instructions govern shop procedures
4. Each of the above

1-13. Which instruction is the Government Printing and Binding Regulation?

1. JCP No. 26
2. NAVSO P-35
3. NAVPUBINST P-2002
4. NAVPUBINST 5600.44

1-14. Guidance for using copyrighted material is found in which instruction?

1. SECNAVINST 5603.2
2. SEVNAVINST 5290.1
3. SECNAVINST 5870.5
4. SECNAVINST 5600.20

1-15. As an LPO, which instruction should you follow when writing subordinate evaluations?

1. BUPERSINST 1610.10
2. BUPERSINST 1610.9
3. OPNAVINST 5510.1
4. DODINST 4000.19

1-16. Which instruction outlines entitlement, funding, and allowance lists for the shop?

1. JCP No. 26
2. DODINST 4000.19
3. SECNAVINST 5600.20
4. NAVPUBINST 5600.44

1-17. When do you use the Copier Production Log?

1. To produce large quantity
2. To produce small quantity
3. To eliminate job orders
4. To expedite job orders

1-18. When do you maintain the Copier Production Log?

1. Every hour
2. Twice a day
3. At the end of the day
4. Every time a copy is made

1-19. You display copier limitations at the copy machine on which type of log?

1. Job Log
2. Copier Production Log
3. Economical Copying Log
4. Reproduction Production Log

1-20. When tasked with producing a ship or station newsletter, which instruction should you consult?

1. NAVPUBINST 5600.42
2. NAVPUBINST 5603.10
3. NAVPUBINST P-2002
4. NAVSEAINST 4570.3

1-21. A job order arrives requesting a sign that you know to be in the supply system, which action should you take?

1. Accept the job
2. Reject the job
3. Throw the job order away
4. Return the job order to the requester citing supply ordering data

1-22. According to OPNAVNOTE 5290, animation is NOT acceptable as an alteration to DOD imagery.

1. True
2. False

1-23. What is the primary purpose of the instruction on Naval Imaging Program (NAVIMP) Policy and Responsibilities?

1. To minimize shore duty
2. To eliminate small shops
3. To outline shop functions
4. To centralize visual imagery activities

1-24. Which chapter of the Navy security manual identifies marking procedures?

1. Chapter 8
2. Chapter 9
3. Chapter 10
4. Chapter 11

1-25. Which chapter of the Navy security manual covers the topics of printing, reproduction, and photographing material?

1. Chapter 11
2. Chapter 13
3. Chapter 14
4. Chapter 16

1-26. Before reproducing a local form, what should you check?

1. The designator for an approved current form
2. The local forms coordinator signature
3. The administrative officer signature
4. The originator's signature

1-27. What is the purpose for annual sight inventories on custody card items?

1. To discover discrepancies
2. To learn shop capabilities
3. To drill inventory procedures
4. To check custody card signatures

1-28 Which is correct form for reporting MLSR items?

1. DD Form 200
2. DD Form 844
3. OPNAV 5213/18
4. OPNAV 5213/19

1-29 Who is held liable for copyright infringement or violations?

1. You
2. The shop LPO
3. The department head
4. The user activity

1-30 The word Navy in gothic letters is what type of official identifier?

1. Department seal
2. Activity seal
3. Logotype
4. Emblem

1-31 Navy shops may print all EXCEPT which ceremonial printed material?

1. Change of Command invitations
2. CPO Dining-In invitations
3. CPO Wedding invitations
4. Command picnics

1-32 Information to complete the annual Visual Information (VI) report should come directly from what source ?

1. The OPTAR
2. The job log
3. The copier log
4. The reproduction production log

1-33 It is your right and duty to be aware of hazardous material in the work space for what reason?

1. To properly perform PMS
2. To minimize damages to you and your coworkers
3. To maintain adequate storage for material onboard
4. To select non-hazardous materials as substitutes

1-34 Which of the following actions will reduce the wasting of materials in the shop?

1. Curbing loans or giving supplies away
2. Using limited shelf life items
3. Correcting abuses
4. Each of the above

1-35. Regularly inventoried supplies and projected supply expenditures combined with which attribute will guide your decisions in ordering supplies?

1. Common sense
2. Supply connections
3. Mathematical prowess
4. Supply system knowledge

1-36. When do you use the first in/first out method of storing supplies?

1. When the material is small
2. When the material is large
3. When the material is light sensitive
4. When the material has time or temperature sensitivity

1-37. What is the maximum dollar amount of a purchase on an emergency requisition signed by a supply corps officer?

1. $100
2. $500
3. $1,000
4. $1,500

1-38. What is the purpose of an Operational Target (OPTAR)?

1. To log print jobs
2. To log job orders
3. To track supplies ordered
4. To track shop long term goals

1-39. Which attributes are characteristic of a well run effectively supervised shop?

1. Professional work ethic and high quality output
2. Coordinating
3. Planning
4. Training

1-40. Dividing a job into manageable tasks is a function of which supervisory skill?

1. Planning
2. Organizing
3. Supervising
4. Coordinating

1-41. Which is an advantage of assembly line production?

1. Pride in accomplishment
2. Development of skills
3. Rapid production
4. Seeing the big picture

1-42. Determining if material to do a job is onboard and if the shop environment is ready are part of which supervisory skill?

1. Planning
2. Organizing
3. Supervising
4. Coordinating

1-43. Effective supervision is being supportive without doing which of the following?

1. Stifling creativity
2. Making suggestions
3. Providing feedback
4. Monitoring

1-44. If praising a worker should take place in public, criticizing a worker should take place when?

1. In public
2. In private
3. At quarters
4. In the LPO's office

1-45. As an LPO, you have direct input into which form of tangible feedback?

1. Awards
2. Evaluations
3. Assignments
4. Each of the above

1-46. What should you consider when motivating your workers?

1. Your crew
2. Personal gain
3. Your popularity
4. Shop reputation

1-47. Cuts in shop funding and billet structure may be traced to what type of previous reporting practices?

1. Inaccuracy
2. Late reports
3. Misrouted reports
4. Reporting failures

1-48. As the shop LPO, you are responsible for which aspect of training?

1. Writing a training manual
2. Writing a training program
3. Making references available
4. Making training record entries

1-49. What additional information should appear on a job order?

1. Who picked up the job and when
2. The name of the department head
3. The name of your department
4. The name of your division officer

1-50. How long should you retain a job order in the file?

1. Until the job is complete
2. Until the new fiscal year
3. Until the end of your tour
4. Until the new calendar year

1-51. As an LPO, what are you looking for when you review a job request?

1. A due date
2. An originator's name
3. An originator's phone number
4. Accurate and complete information

1-52. Why should you consider the information on a VI report when creating a local job order form?

1. To match up all paper work
2. To simplify data collection
3. To provide records for an audit
4. To exercise good managerial practices

1-53. You will find guidance for designing a job request form in which instruction?

1. SECNAVINST 5870.5
2. SECNAVINST 5290.1
3. OPNAVINST 5290.1
4. OPNAVNOTE 5290

1-54. You should log jobs entering the shop into which type of log?

1. Job Order Log
2. Copier Production Log
3. Reproduction Production Log
4. Economical Copying Limit Log

1-55. What does the job log contain that makes it an invaluable reference for predicting shop trends?

1. Names
2. Dates
3. Instructions
4. Shop history

1-56. What external factor will ruin a beautifully executed product?

1. Poor customer service
2. Signing a job order
3. Time of day
4. A bad mood

1-57. A goal that you should strive for in customer service relations is which of the following?

1. Deferring the customer
2. Deceiving the customer
3. Satisfying the customer
4. Accommodating the customer no matter what

1-58. A customer asks for an impossible task, as LPO what must you do?

1. Guide him/her as a professional
2. Throw him/her out of the shop
3. Accept the job anyway
4. Reject the job

1-59. Why should you have outgoing jobs quality control inspected?

1. To make sure they are what the customer ordered
2. To maintain shop reputation
3. To estimate supplies expended
4. To evaluate worker skills

1-60. Why should LPOs rotate the assignment of someone to inspect completed jobs?

1. To prevent boredom
2. To cross train workers
3. To increase a worker's work load
4. To decrease a worker's work load

1-61. When, if ever, should a quality control inspector mark on an original?

1. When the marks will not be seen
2. When the original will obviously need redrawn
3. When the marks will not photograph
4. Never

1-62. What two things should a quality control inspector have before evaluating artwork?

1. A knife and a waxer
2. A knife and a nonphoto blue pencil
3. A copy of the original and a red pen
4. A copy of the original and a set of standards

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       PENSACOLA FL 32509-5237

Subj: ILLUSTRATOR DRAFTSMAN 1 & C, VOLUME 1, EQUIPMENT, NAVEDTRA 82720

1.   The following comments are hereby submitted:

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